

Request for Restoration/Carry-Over of Annual Leave

PART I: DENIAL OF LEAVE IN EXCESS OF MAXIMUM CARRYOVER, AND APPROVAL OF AN EXIGENCY OF THE PUBLIC BUSINESS

The following employee(s) have submitted a timely request for annual leave; however, the work situation and timing preclude rescheduling to avoid forfeiture of the leave at the end of the year. SF-71(s) is/are attached.

Name (Last, First, MI)	Social Security Number	Date of Leave Request	# Hrs AL Requested	# Hrs Restored (Completed by BK)

Approval is requested to deny the required leave based on an exigency of the public business which is of such importance that the employee(s) listed above cannot be excused from duty, including consideration of such factors as cost, productivity, work schedules, safety, health, the availability of reasonable alternatives for doing the work and the effects of postponement or redefinition of the work requirements. The specific exigency period is from: _____ to: _____

JUSTIFICATION

SIGNATURE (Lab/Office Director):

DATE:

CONCURRENCE (Director, Personnel Office):

DATE:

APPROVAL/DISAPPROVAL

☐ APPROVED

☐ DISAPPROVED

SIGNATURE (Associate Director):

DATE:

PART II: REQUEST FOR RESTORATION OF ANNUAL LEAVE

TO: BK01/PAYROLL AND CENTER PERSONNEL SERVICES OFFICE

Based on the approved exigency of public business, the signature of the Associate Director also restores annual leave for the employee(s) listed above in accordance with all applicable regulatory requirements. The restored annual leave cannot exceed the amount requested or the eligible amount entered in the last column by the MSFC Payroll Office, and must be scheduled and used no later than: _____

This form should be reproduced and returned to the Administrative Officer of the originating organization to serve as notification of the annual leave restoration.